

**Commonwealth of Massachusetts
Executive Office of Public Safety and Security
Office of Grants and Research
Notice of Availability of Grant Funds**



**State Fiscal Year 2020
Commonwealth Nonprofit Security Grant Program**

**Charles D. Baker
Governor**

**Karyn E. Polito
Lieutenant Governor**

**Thomas A. Turco, III
Secretary**

**Kevin J. Stanton
Executive Director**

**SFY20 Commonwealth Nonprofit Security Grant Program
Notice of Availability of Grant Funds
Office of Grants and Research**

January 2, 2020

Introduction

The Executive Office of Public Safety and Security's (EOPSS) Office of Grants and Research (OGR) will make available **\$1,435,000** in funding for **nonprofit 501 (c) (3) organizations** to competitively solicit one-time grant funding to assist nonprofit organizations such as places of worship, faith-based community centers, and the like with enhancing building safety and security for its members and staff. This Availability of Grant Funds (AGF) will provide all the information needed to submit an application for consideration under the **SFY20 Commonwealth Nonprofit Security Grant Program (CNSGP)**. Priority will be given to applicants demonstrating the greatest need **AND** proposing cost-effective solutions to addressing high-priority security gaps or weaknesses.

Applicant Eligibility

Per legislative language, only Massachusetts based **nonprofit 501 (c) (3)** organizations that are located outside of the Metro-Boston Homeland Security Region are eligible to apply. Applicants may solicit up to **\$50,000** in funding under this competition. Priority will be given to applicants who have **NOT** received a previous CNSGP or other related federal award from EOPSS OGR.

Only one **(1)** application per nonprofit can be submitted for consideration of funding. Submitting more than one application will disqualify an applicant from this competitive process.

Note: The Internal Revenue Service (IRS) does not require certain organizations such as churches, mosques, and synagogues to apply for and receive a recognition of exemption under section 501(c) (3) of the IRC. Such organizations are automatically exempt if they meet the requirements of section 501(c) (3). These organizations are not required to provide evidence that they are nonprofit organizations (as described under section 501(c)(3) of the Internal Revenue Code of 1986 and exempt from tax under section 501(a) of such code). These organizations are not required to provide recognition of exemption. For organizations that the IRS requires to apply for and receive a recognition of exemption under 501(c)(3), the state may or may not require recognition of exemption, as long as the method chosen is applied consistently.

NOT ELIGIBLE

Nonprofit organizations located within the Metro-Boston Homeland Security Region are NOT eligible to apply. Per legislative language, applicants located within the following cities are NOT ELIGIBLE for funding:
Boston, Brookline, Cambridge, Chelsea, Everett, Quincy, Revere, Somerville and Winthrop.

Massachusetts State Legislation

Per legislative language, funding shall be expended for a nonprofit security grant program to provide support for target hardening and other physical security enhancements to nonprofit organizations that are at **high risk of terrorist attacks or hate crimes** as defined in [section 32 of chapter 22C](#) (see below) of the General Laws and are ineligible for the United States Department of Homeland Security's Nonprofit Security Urban Area Grant Program based on their location; provided further, that:

1. Not less than 1 such grant shall be awarded to a nonprofit organization in the eastern region of the commonwealth;
2. Not less than 1 such grant shall be awarded to a nonprofit organization in the central region of the commonwealth
3. Not less than 1 such grant shall be awarded to a nonprofit organization in the western region of the commonwealth.

Because these funds are a combination of funds received from the state budget and recently passed supplemental budget, a minimum of 2 grants will be awarded in the eastern, central and western regions of the Commonwealth.

Hate Crime as defined in Section 32 of chapter 22C:

"Hate crime", any criminal act coupled with overt actions motivated by bigotry and bias including, but not limited to, a threatened, attempted or completed overt act motivated at least in part by racial, religious, ethnic, handicap, gender, gender identity or sexual orientation prejudice, or which otherwise deprives another person of his constitutional rights by threats, intimidation or coercion, or which seek to interfere with or disrupt a person's exercise of constitutional rights through harassment or intimidation. Hate crime shall also include, but not be limited to, acts that constitute violations of sections thirty-seven and thirty-nine of chapter two hundred and sixty-five, section one hundred and twenty-seven A of chapter two hundred and sixty-six and chapter two hundred and seventy-two.

Important Highlights

AGF POSTED	January 2, 2020
Application Assistance Teleconference (Optional)	January 14, 2020 10:00 a.m. Dial up info: 1 (425) 436-6346 Access Code: 407869
Application Due Date	4:00 p.m. January 31, 2020
Award Notification	February 2020
Performance Period (<i>anticipated</i>)*	March 2020 – June 30, 2020

Purpose

This grant opportunity is designed for nonprofit organizations to address critical infrastructure equipment and technology needs as it relates to building security and the safety of attendees and staff.

Our nonprofit organizations face extraordinary new challenges working to develop safe and secure environments. This Administration understands it is imperative that the Commonwealth continue to help these organizations acquire and install technology, equipment, and other resources to further safeguard and protect them from acts of violence. Although it is impossible to prevent or stop every potential incident, we can do more to minimize acts of violence by providing the financial resources needed to better secure a nonprofit's premise(s) and building(s) and improve our response if such incidents occur.

For the purpose of this competitive grant opportunity, funding will be prioritized for proposals demonstrating greatest need and cost-effective solutions to address their building safety and security shortfalls to enhance the safety of all in the event of an incident.

Funding Allocation and Maximum Award Amounts

Due to demand and to disburse as much funding as possible throughout the Commonwealth, **maximum award amounts** will be capped at **\$50,000**.

Based on the number of applications received, demand for consideration of funding and applicant's ability to prove need, to the extent possible-OGR will try and ensure that funds are disbursed amongst nonprofit organizations of various sizes and type. OGR will assemble a peer review panel to assist with disseminating funds in a fair and consistent manner.

Allowable Equipment and Technology Related Costs

Equipment and Systems - Allowable costs are focused on security enhancements. Funding can be used for the acquisition and installation of security equipment on real property (including buildings and improvements) owned or leased by the nonprofit organization, specifically in prevention of and/or protection against the risk of a terrorist attack or hate crime.

This equipment is **limited to the following categories:**

- Physical Security Enhancement Equipment
- Inspection and Screening System

Types of purchases eligible for funding include but not limited to:

- Exterior Door and Door Locks (with single secure entry points);
- Surveillance Video Cameras;
- Site Alarms;
- Internal Public Address System
- Tourniquets, or other emergency first aid equipment;
- Fencing;
- Lighting; and
- Access Control Systems.

Applicants must provide OGR with all necessary required documents that include: make, model, and quantity of equipment to be purchased as well as location of where the equipment will be installed.

Please note, minor construction type projects as well as installation of equipment may require Massachusetts Historical Commission and/or environmental reviews depending on the nature of the project.

Unallowable Costs

These grant funds may not be used for any of the following:

- Employee salary or benefits;
- Grant writers;
- Standard firearms or ammunition;
- Major construction, office furniture, or other like purchases; or
- Vehicles.

Fund Disbursement

This is a reimbursement grant. Reimbursement requests will be submitted to OGR on a quarterly basis. Details about the reimbursement process will be addressed in greater detail after award notifications are made. OGR reserves the right to amend this process if necessary.

Subgrantee Requirements

Subrecipients must abide by the grant requirements below as well as all OGR Subrecipient Grant Conditions to be provided at the time of contracting.

1. Grants Management

- Submission of satisfactory and timely quarterly progress reports and quarterly financial reports with all required back-up documentation.
- Cooperation during OGR monitoring endeavors, including site visits and desk reviews.
- Supplanting of funds is strictly prohibited. Funds for programs and services provided through this grant are intended to supplement, not supplant, other state or local funding sources.
- All costs paid with grant funds must be direct and specific to the execution of the funded program.
- No consultant or trainer may be paid more than \$650 for an eight-hour work day or \$81.25/hour without the prior written approval from OGR. Requests for a waiver of this requirement with documented justification must be made in writing at the time of application.

2. Procurement

- Subrecipients choosing to further subgrant to an implementing agency or an independent contractor, all or any part of the amount of the award, shall include the provisions of the OGR standard subgrant conditions and enter into a written contract or memorandum of understanding (MOU) with the implementing agency or independent contractor. At a minimum, the contract or MOU must explicitly outline the expected deliverables, timeframes/hours, and rates. A copy of the contract or MOU must be submitted to OGR for the subrecipient grant folder once an award is made.
- Procurement of services, equipment, and supplies must follow M.G.L. Ch. 30B for local units of government and non-profit entities and Operational Services Division (OSD) Purchasing Guide for state agencies. Local units of government must ensure that subcontracts with private organizations have provisions ensuring any goods and services provided by the subcontractor are consistent with M.G.L. Ch. 30B procedures.

3. Other Requirements

- In addition to the requirements set forth above, subrecipients will be required to agree to and abide by all state rules, regulations, and conditions pertaining to the receipt, administration, and management of grant funding.
- OGR subgrant conditions must be signed and dated at the time an award is made.

4. Equipment and Technology

- Equipment acquired with grant funds shall be used and managed to ensure that the equipment is used for safety and security type purposes.
- A subrecipient shall use and manage equipment in accordance with their own procedures as long as the equipment is used for safety and security type purposes.
- Subrecipients are responsible for replacing or repairing the property which is willfully or negligently lost, stolen, damaged, or destroyed. Any loss, damage, or theft of the property must be investigated and fully documented and made part of the official project records. A copy of the report must be forwarded to the EOPSS, OGR.

5. Reporting Alleged Waste, Fraud and Abuse

- It is the responsibility of the subrecipient to report alleged Fraud, Waste, or Abuse including any alleged violations, serious irregularities, sensitive issues or overt or covert acts involving the use of public funds in a manner not consistent with statutes, related laws and regulations, appropriate guidelines or purposes of the grant. Reports may be made to the Offices of the Massachusetts Inspector General or State Auditor.

Office of the Inspector General
John W. McCormack State Office Bldg.
One Ashburton Pl, Room 1311
Boston, MA 02108
1 800-322-1323
MA_OIG@maoig.net

Office of the State Auditor
Massachusetts State House, Room
230
Boston, MA 02133
617-727-2075
Auditor@SAO.state.ma.us

Application Template Instructions

To provide OGR the best opportunity to fairly evaluate all requests for funding, applicants are strongly encouraged to be clear and concise in their proposals.

The Application Template (**Attachment A**) must be completed as outlined in this section. Applications mailed without an original signature from the Chief Executive Officer/Board of Directors or Executive Director of the nonprofit organization seeking funding will not be reviewed for funding.

Section I. Applicant Information-Attachment A

The first page of Attachment A is the cover page of your application. This contains all the important contact information required to develop a contract if approved for funding.

Please note, if you have been the recipient of a previous State or Federal nonprofit type of grant award (funding to address equipment and security shortfalls).

- Hard copy of the application submitted must be signed by the Chief Executive Officer of the nonprofit organization seeking funding.

Section II. Narrative

The application narrative template located within **Attachment A** is comprised of four sections: Needs Assessment (includes background, history, and risk), Project Description, Implementation Plan/Timeline and Budget.

Needs Assessment (2 page limit)

At a minimum, the needs assessment should address the following:

- Provide a description of the nonprofit organization applying to benefit from this application. Include size, location, number of members, etc.
- Is the building historical or a significant institution within the community which may render the site as a target of a terrorist attack or hate crime? If so, explain why.
- Describe in detail the current nonprofit/organization unmet safety and security needs. Include relevant statistical and/or anecdotal evidence whenever possible such as related incidences associated with hate crime acts or terrorist organizations (threats, graffiti and other vandalism, surrounding community issues, etc.). Include incidences that involved law enforcement, property destruction and associated insurance claims, and the like. Also include and describe any incidences that may have happened to another organization within close proximity to your place of worship.
- Describe your organization's susceptibility to destruction, incapacitation, or exploitation by a hate crime.
- The sources or methods used for assessing the problem should also be described. For example, recommendations provided from a comprehensive emergency threat/risk assessment and response plan previously conducted.
- Further explain why such safety and security needs stated have not been previously met to justify grant funds are needed. For example, financial hardship, institutional approval, etc.
- Please describe any previous or existing roles in responding to or recovering from a hate crime incident or state/federally declared emergency.

- Describe any negative effect, potential consequences or impact against the applicant organization as a result of not having the items needed and any other relevant information that you can provide to prove need for these funds.

Helpful Hint: *This will likely be a very competitive process. The peer reviewers will prioritize funding for applicants that clearly explain, justify and prove real need for all items being requested. Nonprofits may have great need but often fail to provide specific data and sufficient detail proving to the reviewers that need actually exists on behalf of the entity requesting the award.*

Project Description (2 page limit)

Applicants must thoroughly describe within **Attachment A** the goods to be purchased and benefit of such. The following should be addressed when completing this section:

- Clearly describe the proposed physical security enhancement activity/project to be implemented if funded. Describe all equipment and technology to be purchased or upgraded. Include the purpose, how the goods will be used, responsible entity for the upkeep, monitoring and maintaining such goods, etc. Do not assume that the reviewer knows the equipment or technology item being requested or understands the real benefit to enhancing building security and improving climate.
- Describe any emergency response plan (if not done so already) that your organization has in place or has been developing and how these funds assist.
- Discuss how such purchase(s) directly correlate to and address the needs assessment previously provided.
- Cite any procurement rules/regulations required in order to purchase the items as described. If known, include information as to the vendor that will be utilized for stated project and/or describe the process utilized to select vendor/contractor. Please remember, all goods must be able to be purchased, received and installed on or before June 30, 2020.
- Describe the expected outcome for the place of worship and community as a result of receiving a grant award.
- Include any other information that is important and may be relevant for reviewers when evaluating the request for funding, including a description of policies and practices that the applicant has in place or is implementing to identify potential threats and create or enhance a safe and supportive climate, in order to reduce instances of violence.
- If awarded, describe how you will assess if this award has improved overall security.

Implementation Plan, Timeline and Person Responsible (1 page limit)

Please discuss your execution plan for this award. This should include how you will ensure the effective implementation and oversight of the project, methods of procurement (if not previously mentioned) of any equipment and/or technology, a timeline with key activities and milestones, and identification of key partnerships or stakeholders who will play a role in the implementation of this award.

Complete the Application Template Grid provided in **Attachment A** by identifying the necessary steps to be implemented over the project period for proposed equipment purchases. Include the following:

- List of major tasks/activities to be conducted including a bidding process for contracts and/or equipment purchases;
- Anticipated date for receipt of goods/services; and
- Person/Individual responsible for conducting/overseeing the stated task/activity.

Section III. Budget Narrative Summary and Budget Excel Worksheet

The **Budget Narrative Summary** (located within **Attachment A**) should outline the budget requested and itemize the purchases as described in this application. **Applicants** may submit a **budget** for *up to* 4-months of funding. All goods requested must be procured, received and if necessary installed within a 4-month project period in order to be considered for funding.

Applicants must also complete a **Budget Excel Worksheet** (refer to **Attachment B**). Please be sure to complete both (Excel tabs) the Roll-Up sheet and Detail worksheet and submit with your application response.

Allowable Budget Cost Categories for CNSGP Applicants

- Contract/Consultant (to install or train on how to use items purchased)
- Equipment and Technology (goods purchased)
- Other (identify any additional costs that directly correlate to goods purchased)

Definitions of each budget cost category are provided.

Allowable Budget Cost Categories	Definitions and Documentation Requirements
Consultants/ Contract Costs	Consultant or Contractor fees associated with the equipment/technology purchased. For example, a consultant might be hired by the department to install the technology or train the staff on how to use it. The maximum rate for consultants is \$650 for an eight hour day or \$81.25 per hour. Any request for compensation over \$650 per day requires prior written approval by OGR. This rate is the exception not the rule.
Equipment/Technology Costs	Tangible non-expendable personal property having a useful life of more than one year; cost based on classification of equipment.
Other Costs	Supplies directly correlated to the equipment purchased. For example, ink or paper for a printer, batteries for communication device, etc.

Section IV. Application Submission and Award Process

Submission Process and Deadline

Please review the following instructions carefully as there are *two* separate steps involved with submitting the completed application and other documents: (**Hard Copy** and **Electronic**)

**This AGF and all other required documents can also be found on our website:*

<https://www.mass.gov/how-to/apply-for-a-commonwealth-nonprofit-security-grant>

Hard Copy Submission

Applicants must submit:

- **One** (1) signed original Application Template (**Attachment A**), **One** (1) signed original Authorized Signatory Listing Form, **One** (1) Budget Excel Worksheet (**Attachment B**) and **One** (1) Electronic copy of both **Attachment A and B**. The electronic copy submitted does not need to be signed. Only the hard copy mailed must have an original signature.

The signed and completed Application and required documents must be received by OGR on **January 31, 2020 by 4:00 pm**. Please use binder or paper clips (no staples). Under no circumstances will late submittals or facsimiles be accepted.

Required Hard Copy Documents:

- Attachment A: Completed and Signed Application
- Attachment B: Budget Excel Worksheet Form (Summary and Details sheets)
- Attachment C: Authorized Signatory Listing Form

Proposals must be mailed or hand-delivered* to the:

**Executive Office of Public Safety and Security
Office of Grants and Research
Ten Park Plaza, Suite 3720A
Boston, MA 02116-3933
Attention: Homeland Security Division**

**If you choose to hand deliver your proposal, please note that a valid form of identification is required to enter the Ten Park Plaza Office Building on the 2nd floor.*

Please email **Attachment A** and **Attachment B** to: vicky.mboka-boyer@Mass.gov. **no later than 4:00pm on Friday, January 31, 2020.**

Review Process and Scoring

This is a competitive grant and will be subject to a peer review process. Applications will be reviewed and scored based on the following criteria:

- Clear and adequate responses in Section I: **Application Template Information (10 points)**;
- Thoroughly explains **need**, includes relevant local data to demonstrate need and correlation to the requested equipment/items to be purchased that will address the stated need **(25 points)**;
- A **program narrative** that clearly describes the items to be purchased, types of items requested and benefits to the nonprofit and community seeking funding **(25 points)**;
- **Implementation plan and timeline** that is feasible and ensures all goods will be received and paid for within the anticipated grant period **(15 points)**; and
- A detailed, reasonable and complete **budget (25 points)**.

Notification of Awards

All funding decisions are at the discretion of the Governor, Secretary of Public Safety and Security and Executive Director of OGR. It is anticipated that the CNSGP Nonprofit awards will be announced in early February, 2020.

EOPSS/OGR reserves the right to award additional proposals recommended for funding by the peer reviewers if additional funds become available after the initial awards are made.

Section V. Proposal Check List

Hard Copy Application Elements and Required Attachments:

- ☐ Please use Binder or Paper Clips, *no staples allowed*.
- ☐ Completed Application (**Attachment A**) signed and dated by the Chief Executive Officer/Board of Directors/or Executive Director of the nonprofit organization in Blue Ink.
- ☐ Budget Excel Worksheet (**Attachment B**) (both the **Roll Up and Detail sheets** must be included in your application packet).
- ☐ Authorized Signatory Listing Form (**Attachment C**) in Blue Ink.
- ☐ **One** signed **original** of all the application documents.

Electronic Application Elements and Required Attachments:

- ☐ **Attachment A:** Completed Application Template
- ☐ **Attachment B:** Budget Excel Worksheet Form (Roll Up and Detail sheets)
- ☐ Please email **Attachment A** and **Attachment B** to vicky.mboka-boyer@Mass.gov **no later than 4:00pm on Friday, January 31, 2020.**

If you have any questions regarding this application, please email:

vicky.mboka-boyer@Mass.gov